

**ENGINEERING AND RELATED SERVICES
NOVEMBER 18, 2011**

**STATE PROJECT NO. H.004825
WIDENING LA 28 EAST FROM
LIBUSE TO HOLLOWAY
ROUTE LA 28
RAPIDES PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Ms. Sharon Gage

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will prepare an Environmental Assessment (EA) and other related documents in accordance with the National Environmental Policy Act (NEPA). The proposed project is approximately 7.25 miles in length along LA 28 East starting from its western intersection with LA 3128 (Libuse) to its eastern intersection with LA 1207 (Holloway) in Rapides Parish.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 1: Planning/Environmental

Part III: Environmental Evaluation

(a) Environmental Assessment (EA)

The scope of services for this project consists of the preparation of an Environmental Assessment in accordance with the National Environmental Policy Act (NEPA). The proposed project is approximately 7.25 miles in length along LA 28 East starting from its western intersection with LA 3128 (Libuse) to its eastern intersection with LA 1207 (Holloway) in Rapides Parish. The consultant will evaluate the social, economic, and environmental consequences of the alternatives (including the no-build) and present this

information in the Environmental Assessment. A Stage 0 study was previously prepared for the project. The consultant will be provided a copy of this study, which contained alternatives and an Environmental Inventory. A Public Meeting will be held to inform the public of the project, potential impacts of the project, and to obtain comments and input from the public on the alternatives, design features, and impacts. A Public Hearing will be held to inform the public of the results and conclusions of the Environmental Assessment and to obtain input from the public on the Environmental Assessment. The consultant will obtain a Finding of No Significant Impact (FONSI) from the Federal Highway Administration (FHWA) once the Environmental Assessment has been approved by FHWA.

A. LOGICAL TERMINI

The consultant will be provided the FHWA approved logical termini which establishes LA 28 East from the LA 1207 intersection (at LA 28) and the US 84 interchange (at LA 28) as logical termini for the environmental study area. The proposed traffic capacity improvements limits of construction will begin at LA 3128 (Libuse) and will end at LA 1207 (Holloway).

The consultant will perform an Environmental Inventory from the LA 1207 intersection (at LA 28) to the US 84 interchange (at LA 28). The Environmental Inventory will consist of data base searches that will identify and map all major environmental concerns, issues, and sites within the corridor. The Inventory will be based on secondary data, such as limited field surveys, EPA and state databases, traffic data, accident data, National Wetland Inventory maps, infrared photography, aerial photography, cultural resources data, wildlife areas, extensive literary research, coordination and interviews with local, state and federal agencies and officials, U.S. Geological Surveys, soil surveys, census data, etc. Areas of environmental concerns will be delineated on exhibits.

B. SOLICITATION OF VIEWS

A Solicitation of Views packet was distributed to Federal, State, and local agencies, organizations, and individuals whose expertise may assist with the identification of possible adverse concerns (economic, social, or environmental) within the project area. This SOV packet described the alternative alignments being studied in the Environmental Assessment and contained a preliminary project description and vicinity map. The responses to this SOV will be provided by the DOTD to the consultant to review and incorporate into the Environmental Assessment. The Department will provide the consultant with the distribution list that was used in the solicitation, and the consultant will be responsible for supplementing and maintaining it throughout the duration of the project.

All communications and coordination with other Federal, State and local agencies will be closely coordinated with the Environmental Section and approved by the Environmental Section prior to contact.

C. ITEMS TO BE ADDRESSED IN ENVIRONMENTAL ASSESSMENT

1. Purpose and Need for Action

The purpose and need for the proposed action shall be discussed in the Environmental Assessment. Traffic needs (including existing and future needs), traffic patterns, and traffic movements will be provided in the stage 0 by the DOTD.

2. Alternatives

All alternatives examined in the stage 0 will be discussed in the Environmental Assessment. Those alternatives eliminated from further study will be identified and reasons for this elimination will be discussed in the Environmental Assessment. A preferred alternative will be identified in the Environmental Assessment and reasons for its viability will be discussed in the Environmental Assessment. All proposed Build alternatives and the No Build alternative will be described and analyzed in the Environmental Assessment.

Three design alternatives are currently identified for this proposed project with the possibility of an additional NEPA-derived alternative. Alternative 1 (Urban Arterial – 4) changes the existing roadway classification from rural to urban and has four 12-foot lanes with 18-foot raised median. Alternative 2 (Rural Arterial – 2) changes the existing roadway to four 12-foot wide travel lanes divided by a 53-foot wide depressed median. Alternative 3 (The Rural Arterial – 3) would have four 12-foot wide travel lanes divided by a 60-foot wide depressed median. Dual lane roundabouts are also proposed at the intersections of LA 28 at LA 3128, LA 116 and LA 1207 for each of the concepts. The approach of the roundabout on LA 116 is a single-lane and the approaches of LA 1207 and LA 3128 have right turn lanes.

If any modification to the current alternatives, as presented in the Stage 0 Study provided by DOTD, requires deviation in alignment that is outside the limits of the provided sheets, the alternative will be considered a new NEPA derived alternative.

3. Impacts

Analysis of each alternative and the proposed roundabouts, including the No Build will be made and discussed in the Environmental Assessment. Items to consider include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historic, cultural, recreational, archaeological, noise, air, hazardous waste sites, wetlands, floodplains, farmland, and endangered or threatened species and/or their habitat. Some of these items may require the production of a separate document in addition to the analysis in the Environmental Assessment. Potential mitigation measures designed to reduce or alleviate impacts will be discussed in the document.

Wetlands

Wetlands in the project area will be identified and delineated utilizing the latest appropriate US Army Corps of Engineers (USACE) guidelines. A Wetlands Finding, using latest FHWA criteria will be written. Information referenced may include infrared photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Referenced information will not substitute for an on-site field determination which will be made. Acreage of wetlands impacted and their value will be calculated and exhibits suitable for reproduction indicating the limits of wetlands in the area affected by the project and the areas to be impacted will be made. These results will be in the form of a wetlands report produced by the consultant. All paperwork necessary for the permit application will be prepared by the consultant. Photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a USGS quadrangle sheet as well as a layout map with the station numbers noted.

Endangered & Threatened Species

During field surveys, a search will be made for those threatened and/or endangered species suspected to be in the area, and/or for their habitat, if applicable. A biological report will be written indicating the methods utilized in the field survey and the resulting conclusions and recommendation. All coordination with other agencies will be through the Department's Environmental Section or with their expressed approval.

Scenic Streams

A Class B Scenic Stream permit application, if required, will be prepared for each scenic stream in the project area, by the consultant. Seven (7) copies (all with original photos or color laser print copies) will be provided to the Department's Environmental Section.

Other Permits

All potential permits and their requirements to implement the project will be identified. All items necessary to obtain the permits (with the concurrence of the Department) will be provided by the consultant. Those permits to be identified include but are not limited to:

- Corps of Engineers (Section 404 permit and/or Section 10 permit)
- Water Quality Certification
- Scenic Streams Class B Permit
- Coast Guard Bridge Permit
- Storm Water Permits

Environmental Site Assessment

A Phase I Environmental Site Assessment will be performed for this project in accordance with the ASTM Standards E 1527-00. The Phase I Environmental Site Assessment has four components: Records Review, Site Reconnaissance, Interviews, and Report. The consultant will meet with the Environmental Section's Project Coordinator if Recognized Environmental Conditions (RECs) are discovered. Results of site evaluations, findings, conclusions, and opinions concerning the site's impact will be provided in the Environmental Assessment.

Noise and Air Quality

Noise samples will be measured and the current FHWA approved noise model (FHWA TNM Version 2.5) will be used. As the project area is not positioned within a non-attainment zone, the consultant will include in the Environmental Assessment a discussion on the impacts to air quality for similar projects and compare the results to this project area. This information will be presented in a noise report prepared by the consultant.

(Cultural Resources)

Archaeology/Historic Properties (106 & 4(f))

After initial coordination with the State Historic Preservation Officer (SHPO), a survey to include all alternatives will be made to determine the presence of National Register eligible archaeological sites, both historic and prehistoric, as well as any standing structures or other places or objects, including bridges that may be eligible for listing on the National Register of Historic Places. The survey will meet the current standards of the Louisiana Division of Archaeology. All research and documentation necessary to comply with 106 and 4(f) will be prepared by the consultant (i.e., Preliminary Case Reports, Cultural Resources Survey report, Documentation for a Determination of No Adverse Effect or Adverse Effect, Section 4(f) Statements). All coordination with the SHPO's office will be through the Environmental Section or with the express approval of the Environmental Section.

Two copies of an unbound typed updated site form for each site and two copies of unbound typed updated Louisiana Historic Resource Inventory forms (with original black and white photographs affixed to the forms) for each standing structure will be submitted to the DOTD's Environmental Section.

Socio-economic

Environmental Justice

The consultant will be responsible for identifying any potential Title VI or Environmental Justice issues in the proposed project area. Any instances where Title VI populations bear the bulk of project-related impacts will be reported to the Environmental Section so that appropriate measures may be undertaken to prevent or mitigate for such occurrences.

Conceptual Stage Relocation

Impacts to land uses and community services along each alternative shall be addressed in the Environmental Assessment along with the social and economic impacts to the community, including any potential impacts to Title VI properties. Relocation impacts shall be confirmed via field surveys as well. A Conceptual Stage Relocation Plan shall be prepared and submitted to the Environmental Section. Cost estimates for the number and type of relocations or displacements (including number of persons in household, ethnic affiliation, and approximate income level), right-of-way, construction costs, etc. shall be included in the document. Also to be included in the document are the type and estimated value of housing and the location and quantity of available replacement housing. For businesses, the location and type of business to be displaced will be documented as will the ethnic affiliation of the owner, the number of employees and their ethnic affiliation, bypassed businesses if applicable, and a listing of available commercial buildings and sites. This estimation of costs of required right-of-way and relocation assistance will be submitted to the Environmental Section's Project Coordinator for review.

Recreational Resources (4(f) and 6(f))

All publicly-owned recreational and publicly-owned park land, wildlife and waterfowl refuges, and all historic sites will be identified and delineated. Research, analysis, and documentation of compliance with Section 4(f) of the DOT Transportation Act will be done by the consultant. Use of Land and Water Conservation Funds will be identified by the consultant. If such resources are present, the consultant will prepare all documentation for coordination with the appropriate agencies.

4. Public Meeting

At least one Public Meeting will be required for this project. If additional Public Meetings are required, these will be added at the discretion of the Department and FHWA. All arrangements for the Public Meeting(s), including location, time, preparation and mailing of notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the consultant, subject to the Environmental Section's approval. The Public Meeting(s) will be an open-house format. The consultant will advertise the notice of the Public Meeting(s) (upon the Department's approval of the notice) in the newspaper(s) as well as other media agreed upon by the Department. The text of the notice will be provided to the Environmental Section's Project Coordinator for review at least one (1) month prior to the anticipated Public Meeting(s) date. Public Meeting exhibits, handouts, and technical presentations will be supplied to the Environmental Section's Project Coordinator for approval prior to the Public Meeting(s) date.

Actual conduct of the Public Meeting(s) will be by the consultant. The consultant will have knowledgeable informed staff present at the Public Meeting(s) to address the

queries of the public in regard to environmental, engineering and other project related issues. As the purpose of the Public Meeting(s) is to assist the public in understanding how the project fits into and impacts their community, exhibits aiding in the visualization of the project at the Public Meeting(s) will be the responsibility of the consultant. Such visualization methods shall be submitted to the Environmental Section's Project Coordinator one month prior to the Public Meeting(s). The consultant will tape, prepare, and distribute a verbatim transcript of the Public Meeting(s).

5. Other

Other items that will be evaluated and coordinated with the appropriate agencies include, but are not limited to, prime farmland, sole source aquifers, 100 year floodplain, and water wells. Some of these items utilize standard forms; other coordination is by letter or permit application. Items of special or local interest should also be noted and evaluated within the context of the project.

D. REVIEW OF DRAFT ENVIRONMENTAL ASSESSMENT

The Environmental Assessment shall be written in accordance with FHWA's guidelines. Ten (10) copies of the review document will be provided to LADOTD's Environmental Section for their review, comment, and distribution. For each revision, an additional ten (10) documents will be required. All comments will be addressed by the consultant prior to the Environmental Section issuing approval to print the Environmental Assessment for public distribution. Distribution of the Draft Environmental Assessment will be the responsibility of the consultant. The Environmental Section's Project Coordinator will provide the consultant with the mailing list to be used by the consultant for distribution of the Draft Environmental Assessment.

E. ENVIRONMENTAL ASSESSMENT

The document will be typed, single spaced, on 8.5 x 11 inch paper with inside margins of not less than 1 inch wide. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. Exhibits utilizing the 8.5 x 11 inch format are preferred. The consultant's name and logo shall not appear on the cover of the document. They can appear, however, on the inside cover sheet in a size not to exceed the Department's name and logo.

F. PUBLIC HEARING

After approval by the Department's Environmental Section and FHWA, the draft Environmental Assessment will be made available to the public and a Public Hearing will be scheduled. The Public Hearing will be an open-house format. All arrangements for the Public Hearing, including location, time, preparation and distribution of the notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the consultant, subject to the Environmental Section's approval. The consultant will advertise the notice of the Public Hearing in the newspaper(s) as well

as other media agreed upon by the Department. The text of the notice, including the project map, will be provided to the Environmental Section's Project Coordinator for review at least three (3) months prior to the anticipated Public Hearing date. Public Hearing exhibits and the Public Hearing technical presentation will be supplied to the DOTD's Environmental Section's Project Coordinator for approval prior to issuing approval of the Public Hearing date and authorizing the advertisement. The scale ratio of the exhibits for the Public Hearing must be approved by the Environmental Section.

Actual conduct of the Public Hearing will be by the consultant. Preparation of a handout for distribution to the interested stakeholders present at the meeting will be the responsibility of the consultant. This handout will be submitted to the Environmental Section's Project Coordinator one month prior to the scheduled Public Hearing. The consultant will have knowledgeable informed staff present at the Public Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues, before the Hearing, at the recess, and after the Hearing. The consultant will tape, prepare, and distribute a verbatim transcript of the Public Hearing.

G. PUBLIC HEARING & ENVIRONMENTAL ASSESSMENT COMMENTS

All comments received during the commenting period on the Environmental Assessment, including those received at the Public Hearing, will be addressed in the Final Environmental Assessment by the consultant. After approval by the Department's Environmental Section of the final document and issuance by FHWA of the FONSI, the Environmental Assessment FONSI will be distributed by the consultant. The Environmental Section's Project Coordinator will provide the mailing list to be used for distribution of the FONSI.

H. LINE AND GRADE

The consultant will be responsible for undertaking the line and grade study which will include, but not be limited by, the following:

1. Development of typical roadway and bridge sections
2. Establishment of design class, design speeds, and maximum roadway grade
3. Factors for design consideration
 - a. Alignment development in accordance with Department standards
 - b. Required lane configuration for an acceptable Level of Service
 - c. Develop horizontal geometry
 - d. Develop vertical geometry and set minimum roadway grade
 - e. Identify major drainage structure locations
 - f. Establish approximate Right-of-Way limits
 - g. Develop a list of impacted improvements
 - h. Develop cost estimates for Right-of-Way, Utility relocations, and construction
4. Horizontal alignment

- a. A preliminary horizontal alignment study will be prepared for the preferred alternative. The alignment should consider major utility conflicts, major drainage structures, existing roadway/bridge geometry, superelevation, and sight distance issues. The final refinement to the alignment will be adjusted based on a constructability review. The final alignment should consider:
 - i. Existing roadway and bridge conditions
 - ii. Maintenance of traffic
 - iii. Location of utilities
 - iv. Environmentally sensitive areas
 - v. Topographical features
 - vi. Developed properties
 - vii. Urban constraints
 - viii. Railroad crossing
 - b. A plan view of the preferred horizontal alignment will be prepared on aerial photography. The following geometric data will be displayed on the plan:
 - i. Curve lengths (L)
 - ii. Tangent lengths (T)
 - iii. Curve radii (R)
 - iv. Δ (degrees, minutes, and seconds) and degree of curve D (degrees, minutes, and seconds)
 - v. Super elevation rates and transition lengths
 - vi. Estimated R/W limits
 - vii. Control of Access limits (if applicable)
 - viii. Intersection and/or schematics
5. Vertical Alignment
 - a. A vertical alignment study will be prepared for the preferred alternative. The vertical alignment should consider above ground and below ground utilities, major drainage or structure locations, overpass clearances, etc.
 - b. A profile view of the preferred vertical alignment will be prepared on aerial photography. The following geometric data will be displayed on the profile
 - i. Vertical grades
 - ii. P.V.I. locations
 - iii. Length of Vertical curve (V.C.)

I. GEOMETRICS

The consultant will be responsible for reviewing the design criteria and geometric layout to determine what changes are necessary to comply with the current edition of the AASHTO Policy on Geometric Design of Highways and Streets and the design guidelines signed by the Chief Engineer on December 4, 2009.

- 1) The project must be reviewed to determine what revisions are necessary to comply with new guidelines. The consultant will also revise the typical sections and/or vertical alignment to match the appropriate LDOTD design guidelines. This will include either a depressed median and/or a new alignment.
- 2.) In accordance with directives from the Chief Engineer, the default typical section on multi-lane highways should include a divided median (raised or depressed) instead of a TWLTL. Unless a written design exception/approval has been granted for the inclusion of a TWLTL, the entire length of this project should have a raised or depressed median.

J. MISCELLANEOUS

The Consultant shall prepare and submit a project management plan, quality control plan, and progress schedule which will be distributed and reviewed by internal team members. The project management plan will include details on the project contract, scope, team contacts, schedule, and related project management information. Early coordination will include the Consultant arranging, conducting, and summarizing a kick-off meeting with the project team within 10 days of receiving the notice to proceed. Agenda items for this meeting shall include the review points and durations, time frame assumptions built into the project schedule, procedures, and plans for early coordination of public involvement.

The consultant shall notify the DOTD Environmental Section when fieldwork begins and ends. The Consultant shall obtain and compile a list of names and addresses of property owners of those properties for which access is required. The consultant will also update the DOTD Environmental Section weekly as to their progress in the field.

All reference material utilized will be noted and an accurate and complete bibliography supplied to the Department with the draft and final documents. Accessibility and location of all reference material utilized will be noted (i.e., library location, etc.). Utilization of unpublished material or otherwise not easily accessible material will be specifically coordinated with the DOTD Environmental Section prior to its use in the document.

On all correspondence with the Department's Environmental Section the consultant will use all applicable state project numbers (i.e., engineering and construction), along with the project name, route number, and parish, and Federal aid project number (this last, if and when applicable).

The consultant shall provide the DOTD Environmental Section with a monthly progress report. The report will include the estimated and actual date of completion of each task to be performed. The consultant will use the Department's standard form for invoicing.

No more than four (4) agency meetings will be required for this project.

No more than four (4) public meeting, hearing preparation and/or review meetings with the project team will be required.

No more than four (4) public official meetings will be required.

DELIVERABLES

Technical reports submitted for review will not be identified as "DRAFT" and will be considered "FINAL" if no revisions are required. The month, day, and year of the submittal will be identified on the report cover and on the transmittal document for all versions. The only deliverables that will be identified as "DRAFT" or "FINAL" are the Draft and Final EA documents. The Consultant will prepare a draft and a revised version(s) of each deliverable that addresses one consolidated list of comments on the deliverable, which has been compiled and/or approved by the Client for incorporation by the Consultant. Up to the noted number of copies of the following deliverables will be provided during the contract performance period.

Description	Draft Copies	Revised Copies	Final Copies	Labeled Compact Disk PDF) (if needed)
Work Plan & Schedule			3	
Design Criteria	1		1	
Bridge and Roadway Typical Sections	1		1	
Conceptual Alternatives' Geometric Layouts	1			
Alternatives Analysis Memorandum	3	1	10	
Engineering Report	5		20	
Wetlands Finding Report	5	2	5	1
Biological Field Survey Report	5	2	5	1
Biological Assessment	5	2	5	1
Phase I ESA Report	1	1	5	1
Traffic Noise	1			

Description	Draft Copies	Revised Copies	Final Copies	Labeled Compact Disk PDF) (if needed)
Analysis Protocol				
Noise Study	3	3	5	1
Cultural Resources Phase I Report	5		5	1
Cultural Resources Site Form			2	1
Cultural Resources Standing Structure Form			2	1
Conceptual Stage Relocation Plan	2		3	1
4(f) Statement	20			
Draft EA Document	15	15	70	5
Final EA/FONSI Document	15	15	70	5
Visual Renderings	1	1	1	1
Public Meeting Summary/Transcript	1		50	1
Public Hearing Summary/Transcript	1		50	1

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

ITEMS TO BE PROVIDED AND SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

Stage 0 Study

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **365 calendar days**, which includes review time. The delivery schedule

for all project deliverables shall be negotiated and approved by the DOTD Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. AASHTO Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one of the Principals of the firm shall be professionally competent in the preparation of NEPA documents.
2. At least one Principal or Responsible Member shall have had a minimum of five years experience in responsible charge of or major expertise in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the FHWA, including Environmental Assessments and who has completed the “NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision making”, or an equivalent course.
3. In addition to the above requirements, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. Ecological, archaeological and other environmental professionals are required for the performance of a major portion of this work.
 - b. An Environmental Professional with a minimum of three years experience in noise and air analysis for highway projects.
 - c. One wetland biologist with a degree in biology, ecology, or a related field and a minimum of two years of experience in wetland delineation.
 - d. One Principal Investigator for archaeological work who must meet the Secretary of the Interior qualifications for Historic Preservation/Archaeology. The principal Investigator for the archaeological work must also have completed the Introduction to Section 106 class taught by the Advisory Council on Historic Preservation or its equivalent training, and possess a minimum of five years experience in Section 106 documentation.
 - e. One Professional for standing structures work who must meet the Secretary of Interior’s Qualifications for Architectural History.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of 3;
2. Consultant’s personnel experience on similar projects, weighting factor of 4;
3. Consultant’s firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant’s past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant’s current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

** The NEPA Studies (EN) performance rating will be used for this project.

Complexity Level (**moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Sharon Gage – Project Manager
3. Elnur Musa
4. Jeffery Brown
5. Byron Becnel
6. Mike Aghayan

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact

- between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
 - D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
 - E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. H.004825**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, December 6, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.